

State of New Jersey

JAMES E. MCGREEVEY

Governor

DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CONSUMER AFFAIRS
NEW JERSEY BOARD OF NURSING
124 HALSEY STREET, 6TH FLOOR, NEWARK NJ
www.state.nj.us/lps/ca/home.htm

DAVID SAMSON Attorney General MARK S. HERR Director

INFORMATION FOR PRACTICAL NURSE LICENSURE BY EXAMINATION APPLICATION PROCESS

Mailing Address: P.O. Box 45010

P.O. Box 45010 Newark, NJ 07101

(973) 504-6430

Enclosed is an Application Packet for the NCLEX-PN examination. Read all of the directions carefully and return to the Board the completed Official New Jersey Board of Nursing Application for Practical Nurse Licensure by Examination with fee, the Child Support Form and the Authorization Form For a Criminal History Background Check. Follow the application instructions located in the NCLEX Examination Candidate Bulletin for the licensing examination.

There are four (4) elements that are required for licensure as a nurse in New Jersey, these include:

- 1. Graduation from an approved school of nursing.
- 2. Criminal history background check clearance.
- 3. Child support clearance.
- 4. Passing the NCLEX-PN Examination.

Please submit the following to the Board of Nursing

 Notarized Board of Nursing Application with \$75.00 Application fee and a \$65.00 Licensing fee in the form of a money order or certified check, a completed Child Support Form and Certification and Authorization Form For a Criminal History Background Check to:

> The New Jersey Board of Nursing P.O. Box 45010 Newark, NJ 07101

2. One passport type photograph. Sign name on the front of the picture. Do not write over the facial features.

US EDUCATED CANDIDATES

An official letter of program completion must be sent directly to the Board of Nursing Office from the school. It must be signed by the program chair and must be sealed with the official school seal.

FOREIGN EDUCATED CANDIDATES

In addition to the above criteria, the following are required:

- 1. A copy of your Practical Nurse license from your country of education.
- 2. A Nursing and Science Course By Course Report from the Commission on Graduates of Foreign

- Nursing Schools (CGFNS) validating your secondary and nursing education.
- 3. A valid certificate of successful completion of TOEFL with a score of 540 (pencil and paper exam) or 207 (computerized version).

You must request copies of the Course By Course Report and the TOEFL results be sent to the Board of Nursing by CGFNS. Your application will not be processed without these documents.

FEES

The Application fee is a non-refundable fee. An application with a fee that is incorrect will be returned.

The licensing fee will be applied to your file when you have met all of the licensing requirements.

An application that is not complete will be returned. Please notify the Board of Nursing of Name and/or Address changes.

(NCS Pearson) NCLEX Examination Candidate Bulletin

- NCLEX-PN Applications may be completed online (http://www.vue.com/nclex), via telephone
 ((866) 496-2539) or sent in by mail. Directions can be found on the inside cover of the NCLEX
 Examination Candidate Bulletin. If you decide to mail in the application complete and submit it
 with the \$200 testing fee and mail in the envelope provided in the NCLEX Examination
 Candidate Bulletin.
- 2. Copies of the Candidate Bulletin are available on line through the National Council of State Boards of Nursing website (see below).

CHILD SUPPORT FORM

A Child Support Form is required to be completed and returned to the Board of Nursing by all applicants. Failure to return the completed form will delay the licensing process.

CRIMINAL HISTORY BACKGROUND CHECK

(N.J.S.A. 45:1-28 et seq.) All applicants for licensure by examination shall complete the Certification and Authorization Form For a Criminal History Background Check and shall return it with the completed New Jersey Board of Nursing Application packet.

Upon the Board's receipt of the Certification and Authorization Form For a Criminal History Background Check, you will receive instructions on the fingerprinting process.

You will be made eligible to sit for the NCLEX-PN licensing examination. However, you will not be permitted to work or be licensed as a nurse in the state of New Jersey until the criminal history background check has been completed and the results have been received by the Board of Nursing.

If the criminal history check shows a criminal conviction your application will need to be reviewed by the Board of Nursing prior to licensing.

Evaluation Services: Commission on Graduates of Foreign Nursing Schools (CGFNS (215) 349-8767). Website: National Council of State Boards of Nursing www.ncsbn.org (GOTO: site map; testing services; candidates; pre-NCLEX; Candidate Bulletin)

Questions: Address questions to Ms. Gregoria Marrero at (973) 504-6506 or Mr. George Hebert at (973) 504-6516.

Important Information

2. Below you will find important instructions regarding the submission of the documents needed in order to complete the application, and to establish that you are eligible to take the licensing examination.
• The applicant must complete and send directly to the New Jersey Board of Nursing:

| The \$75 nonrefundable application fee and the \$65 license certificate fee; and |
| The New Jersey Board of Nursing's Official Application for Practical Nurse Licensure by Examination. |
| The Certification and Authorizatin form for the Criminal History Background Check.
• The school of nursing (for graduates of schools in the U.S.), or the Commission on Graduates of Foreign Nursing Schools (C.G.F.N.S.) (for graduates of schools outside the U.S.) must send directly to the New Jersey Board of Nursing:
| A letter of completion of the nursing program in the U.S., or a transcript which must include the official school seal; or for |
| Graduates of foreign nursing schools, a C.G.F.N.S. transcript review, licensure or certification verification, a Test of English as a Foreign Language report and a visa screen.
• The applicant must also complete and send directly to the NCS Pearson/Vue Testing Service:

☐ The application to take the National Council Licensure Examination for Practical Nurses.

(This process can be completed via telephone or online, consult the Candidate Bulletin for details.)

1. You must be at least 18 years old at the time of the examination in order to qualify.

The \$200 nonrefundable test application fee; and



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL DEPARTMENT OF LAW AND PUBLIC SAFETY DIVISION OF CONSUMER AFFAIRS NEW JERSEY BOARD OF NURSING 124 HALSEY STREET, 6TH FLOOR, NEWARK, NJ www.state.njus/lps/ca/hane.htm

JAMES E. MCGREEVEY Governor

November 2003

PETER C. HARVEY Attorney General RENI ERDOS

Director

Mailing Adress: P.O. Box 45010 Newark NJ 07101 (973) 504-6430

Dear Applicant:

Recent legislation requires the Division of Consumer Affairs to conduct criminal history record background checks of all health care professionals prior to the issuance of an initial license or other authorization to practice a health care profession (N.J.S.A. 45:1-28 et seq.). The records of the Division show that you are a current applicant for licnesure or certification as a health care professional, and as such, the Division must arrange to conduct a criminal history check of your background.

In order for the Division to conduct a criminal history record background check, you must complete the enclosed Certification and Authorization Form and return it to the mailing address above.

(In-State Applicants)

Upon receipt of the completed Certification and Authorization form, the Board will forward you information about how to schedule an appointment with Sagem Morpho, Inc. to have your fingerprints electronically recorded. A \$78.00 fingerprinting fee must be paid to Sagem Morpho Inc., at the time of fingerprinting. The \$78.00 should be in the form of a check or money order payable to Sagem Morpo, Inc.

(Out-of State of State Applicants)

Upon receipt of the completed Certification and Authorization form, the Board will forward you one state and one federal fingerprint card. Out-of-state applicants must have their fingerprints recorded, on the cards provided, by their local police department, by their state police department or by their local law enforcement agency. You must return the fingerprint cards to the Board or Committee with the required fee. Applicants submitting fingerprint cards will be required to pay a \$78.00 fee to have their fingerprints scanned into the electronic system by Sagem Morpho, Inc. The \$78.00 should be in the form of a check or money order made payable to Sagem Morpho Inc.

If you fail to complete and return the Certification and Authorization Form, your application for licensure or certification will not be processed and your application will be considered abandoned.

The New Jersey Board of Nursing

George L'Hebert, MA, RN, APN, C

Acting Executive Director

Official Use Only
License Type
Applicant's Number

been completed.



State of New Jersey

Department of Law & Public Safety Division of Consumer Affairs New Jersey Board of Nursing PO Box 45010 Newark, New Jersey 07101 (973) 504-6430

CERTIFICATION AND AUTHORIZATION FORM FOR A CRIMINAL HISTORY BACKGROUND CHECK

	rections Name		swer all Mr. Mrs.	of the questions on this f	orm and sign it in	the presen	nce of a notary.	(,
1.	Name		Ms.	Last	First	M	liddle	Maiden Nam	<i>)</i>
2.	Addres	ss _							
				Street or P.O. Box	City		State	ZIP code	
3.	Date o	f birt	h	/Sex:	☐ Male ☐	Female			
4.	Social	Secu	rity nu	mber /	/				
5.		-		een convicted of a crir be listed.)	ne or an offense	e? (Minor] Yes	traffic offense	s such as a parking	g or speeding
	termin superv	atior isor	of pro letters o	ction on record must be bation order, if applicable f reference, if applicable) Failure to follow the	e, must be subm which present cle	nitted with ear and con	this form. Any vincing evidence	documents (including of rehabilitation mus	g employer or to the submitted
				adgments, sentencing and s, disposing of the convic			rders may be ob	tained from the clerk	of the county

Your continuing responsibility to disclose convictions of crimes or offenses: You must notify the Board or Committee within five (5) business days if you are convicted of any crimes or offenses after this form has

AFFIDAVIT

This affidavit is to be executed by the applicant before a notary public:

Signature of Notary Public

State of:			– 1		
County of:			} ss.		
application is t disclosures ma	rue to the best of my k	, in raffirm) that I am the applications and belief. I under to deny certification or licen	erstand that any omissions,	, inaccuracies or failure to	o make full
the purpose of all governmen	verifying my qualificat	ugh investigation of my ions for certification or licen umentalities (local, state, for the control of the cont	sure. I further authorize all	institutions, employers, a	gencies and
	Signature of applicant				
Sworn and sub	scribed to before me th	his			1
day of	Month	Year		Affix Seal Here	
	Name of Notary Public (please pr	rint)			

Attach a clear, full-face passportstyle photograph (2"x 2") of your head and shoulders, taken within the past six months.

A photo is required with each application.

Do not use staples to attach the photo.



State of New Jersey

DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CONSUMER AFFAIRS
NEW JERSEY BOARD OF NURSING
124 HALSEY STREET, 6TH FLOOR, P.O. BOX 45010
NEWARK, NEW JERSEY 07101
(973) 504-6516

Date received:
Date of examination:

Official Application for Practical Nurse Licensure by Examination

Date:			
Date.			

Please enclose an examination application filing fee of \$75.00 and a license certificate fee of \$65.00 (for a total of \$140.00) in the form of a check or money order made out to the State of New Jersey. (Applicants should understand that if the fees are paid with a personal check, and the check is returned by the bank due to insufficient funds, the next step in the licensure or certification process will be delayed until the fees are paid.). In addition to the application fee, the applicant must submit a certified check or money order in the amount of \$200 along with the test application to the testing company NCS Pearson/Vue. (The envelope with the application is included within the Examination Candidate Bulletin).

The Board maintains, as part of its responsibilities, a record of your home address, business address and mailing address. You may choose which of these addresses will be considered as your "address of record." If you do not indicate (by putting a check in the appropriate box) which address should be used as your address of record, your mailing address will be considered to be your address of record. A post office box may be used as your address of record, but only if you provide another address which includes a street, city, state and ZIP code.

Information that you provide on this application may be subject to public disclosure as required by the Open Public Records Act (OPRA).

Please print clearly. You must answer all of the questions on this application.

Perso	onal Infor	mation	Date of b	oirth:	Month	Day	Year	
				Place of	birth:	Cit	v	State
1. Na		rs		AGIN : W	(
2. A	☐ M	S. Last name	First name	Middle initial			Maiden na	me
	Home:							
		Street or P.O. Box	City	State	ZIP code		County	
	_	Telephone number (include area	code)			E-mail add	ress	
	Business:	Name of company			Telepho	ne number (in	clude area o	ode)
		Street	City	State	ZIP code		County	
	Mailing:							
		Street or P.O. Box	City	State	ZIP code		County	

Reasonable Testing Accommodations for Individuals with Disabilities. (Check if applicable)

☐ I have been diagnosed as having a disability and require special testing accommodations. Please send the Request for Reasonable Testing Accommodations Form. I understand that I will not be able to test until I submit the appropriate documentation and am approved to test with accommodations.

3.	*Social Security Number:				
	You <u>must</u> disclose your Social Security number for the reasons stated below. Failure to do so may result in certification or license or certificate renewal.	n a de	nial of	licens	ure oi
	*Pursuant to N.J.S.A. 2A:17-56.44e of the New Jersey child support enforcement law, N.J.S.A 54:50-25 of law and Section 1128 E(b)(2)A of the Social Security Act, the Board or licensing agency to which this form to obtain your Social Security number. If you do not have a Social Security number, the Board must ascerta not have one. The Board is further obligated to provide your Social Security number to the Director of Division or other agency responsible for child support enforcement and the H.I.P. Data Bank when reporting	n is su ain the Taxa	bmitte reasor tion, th	d is rec n that y ne Prob	quired ou do oation
	You are also being asked to consent, on a voluntary basis, to the use of your Social Security number for the below.	additi	ional re	asons	stated
	You are notified that under the Federal Privacy Act (5 <u>U.S.C.</u> Section 552a (note (b)), the Board or licens form is submitted is requesting the voluntary disclosure of your Social Security number. If you give your consocial Security number, it may be used: to verify the identity of an applicant, to aid in the collection of final owing the Board or any other state agency, and to aid in the disclosure to state or federal law enforcement at agencies of information obtained in investigations pertaining to licensure or certification and disciplinary	onsent ncial ond lice	for the obligation	e use of ions du official	f your
	I,, Consent Do	o Not	Conse	nt	
	to the use of my Social Security number for any of the additional purposes set forth above. I understand that and that if I do not consent, no adverse action or inference will be taken or drawn.	t my c	onsent	is volu	untary
4.	Citizenship / Immigration Status				
	Federal law limits the issuance or renewal of professional or occupational licenses or certificates to U.S. cit To comply with this federal law, check the appropriate box below which indicates your citizenship/immigrat a U.S. citizen, attach a copy of your alien registration card (front and back) or other documentation is Citizenship and Immigration Services (B.C.I.S.).	tion st	atus. I	f you a	re no
	☐ U.S. citizen				
	☐ Alien lawfully admitted for permanent residence in U.S.				
	☐ Other immigration status				
	Questions about your immigration status and whether or not it is a qualifying status under federal law s B.C.I.S. at: 1-800-375-5283.	should	l be dii	rected	to the
5.	Student Loan				
	Are you in default in regard to any student loan obligation(s)?		Yes		No
	If "Yes," you must obtain documentary evidence that you have reached an arrangement with the bank or wyour student loan, for the eventual payment of the loan. You will not be able to obtain a license or certificate required documents concerning the plan for payment of your student loan.				
6.	Child Support				
	Please certify, under penalty of perjury, the following:				
	a. Do you currently have a child-support obligation?		Yes		No
	(1) If "Yes," are you in arrears in payment of said obligation?		Yes		No
	(2) If "Yes," does the arrearage match or exceed the total amount payable for the past six months?		Yes		No
	b. Have you failed to provide any court-ordered health insurance coverage during the past six months?		Yes		No
	c. Have you failed to respond to a subpoena relating to either a paternity or child-support proceeding?		Yes		No
	d. Are you the subject of a child-support-related arrest warrant?		Yes		No
	In accordance with <u>N.J.S.A.</u> 2A:17-56.44d, an answer of "Yes" to any of the questions a(1) through delicensure or certification. Furthermore, any false certification of the above may subject you to a penalty, inclinated interest in the control of the control of the above may subject you to a penalty, inclination of the control of the				

Annlicant's signature

Date

Annlicant's name (nlease print)

7. Medical Conditions Questions

Questions a through f pertain to medical conditions and use of chemical substances. Please read the definitions carefully. Your responses will be treated confidentially and retained separately. Please be aware that you have the right to elect not to answer those portions of the following questions which inquire as to the illegal use of controlled dangerous substances or activity if you have reasonable cause to believe that answering may expose you to the possibility of criminal prosecution. In that event, you may assert the Fifth Amendment privilege against self-incrimination. Any claim of Fifth Amendment privilege must be made in good faith. If you choose to assert the Fifth Amendment, you must do so in writing. You must fully respond to all other questions on the application. Your application for licensure or certification will be processed if you claim the Fifth Amendment privilege against self-incrimination. You should be aware, however, that you may later be directed by the Attorney General to answer a question that you have refused to answer on the basis of the Fifth Amendment, provided that the Attorney General first grants you immunity afforded by statutory law. (N.J.S.A. 45:1-20.)

For the purposes of these questions, the following phrases or words have the following meanings:

"Ability to practice as a practical nurse" is to be construed to include all of the following:

- a. The cognitive capacity to exercise the reasonable judgments of a practical nurse, and to learn and keep abreast of professional developments; and
- b. The ability to communicate those judgments and related information to patients and other interested parties, with or without the use of aids or devices, such as voice amplifiers; and
- c. The physical capability to perform the duties of a practical nurse, with or without the use of aids or devices, such as corrective lenses or hearing aids.
- "Medical Condition" includes physiological, mental or psychological conditions or disorders, such as, but not limited to orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional or mental illness, specific learning disabilities, H.I.V. disease, tuberculosis, drug addiction and alcoholism.
- "Chemical substance" is to be construed to include alcohol, drugs or medications, including those taken pursuant to a valid prescription for legitimate medical purposes and in accordance with the prescriber's direction, as well as those used illegally.
- "Currently" does not mean on the day of, or even in the weeks or months preceding the completion of this application. Rather, it means recently enough so that the use of drugs may have an ongoing impact on one's functioning as a licensee, or within the previous two years.
- "Illegal use of controlled dangerous substance" means the use of a controlled dangerous substance obtained illegally (e.g. heroin or cocaine) as well as the use of controlled dangerous substances which are not obtained pursuant to a valid prescription or not taken in accordance with the directions of a licensed health care practitioner.

tak	en in accordance with the directions of a licensed health care practitioner.
a.	Do you have a medical condition which in any way impairs or limits your ability to practice your profession with reasonable skill and safety? \Box Yes \Box No
b.	Are the limitations or impairments caused by your medical condition reduced or ameliorated because you receive ongoing treatment (with or without medications) or participate in a monitoring program**?
	☐ Yes ☐ No ☐ Not applicable
c.	Are the limitations or impairments caused by your medical condition reduced or ameliorated because of the field of practice, the setting or manner in which you have chosen to practice? \square Yes \square No \square Not applicable
d.	Does your use of chemical substance(s) in any way impair or limit your ability to practice your profession with reasonable skill and safety?
e.	Have you ever been diagnosed as having or have you ever been treated for pedophilia, exhibitionism or voyeurism?
f.	Are you currently engaged in the illegal use of controlled dangerous substances? (Recall that "currently" is defined as "within the last two years.")
	If you answered "Yes" to question f, are you currently participating in a supervised rehabilitation program or professional assistance program which monitors you in order to assure that you are not engaging in the illegal use of controlled dangerous substances? \square Yes \square No
**	If you receive such ongoing treatment or participate in such a monitoring program, the Board will make an individualized assessment of the nature, the severity and the duration of the risks associated with an ongoing medical condition so as to determine whether an unrestricted license or certificate should be issued, whether conditions should be imposed or whether you are not eligible for licensure or certification.

Date

Signature of applicant

8.	Have you ever changed your name of "Yes," please submit with this		☐ No marriage certificate, divorce decree or court of	order.		
9.	Do you currently hold, or have y District of Columbia or in any ot	=	nal license or certificate of any kind in New	Jersey, any other state, the ☐ Yes ☐ No		
		=	e(s) held and the number(s). If the license or	certificate was issued under		
	a different name, please proivde		t name First name	Middle initial		
	Type of license or certificate	Number	State or jurisdiction that issued the license or certificate	Date issued/expired		
	Type of license or certificate	Number	State or jurisdiction that issued the license or certificate	Date issued/expired		
	Type of license or certificate	Number	State or jurisdiction that issued the license or certificate	Date issued/expired		
	Type of license or certificate	Number	State or jurisdiction that issued the license or certificate	Date issued/expired		
	Type of license or certificate	Number	State or jurisdiction that issued the license or certificate	Date issued/expired		
	of Columbia or in any other juris	sdiction?	ense or certificate of any kind in New Jersey, y type suspended, revoked or surrendered in	☐ Yes ☐ No		
11.	the District of Columbia or in an		y type suspended, revoked of suffendered in	Yes \(\subseteq \) No		
12.		•	enalties) ever been taken against your professi ict of Columbia or in any other jurisdiction?	onal practice by any agency Yes No		
13.	3. Have you ever been named as a defendant in any litigation related to the practice of nursing or other professional practice in New Jersey, any other state, the District of Columbia or in any other jurisdiction?					
14.	4. Have you ever been convicted of a criminal offense? (Minor traffic offenses such as a parking or speeding violations need no listed; however, motor vehicle offenses such as driving while impaired or intoxicated must be disclosed.)					
	If "Yes," provide a copy of the juc (Attach additional sheets of pape	=	e release from parole or probation. Please pro	vide a complete explanation.		
15.	Are you aware of any investigation. Jersey, any other state, the Distri		ssional license or certificate issued to you by a other jurisdiction?	a professional board in New Yes No		
16.	Are there any criminal charges r jurisdiction?	now pending against you is	n New Jersey, any other state, the District of	f Columbia or in any other Yes No		
17.	•		g before any employer, association, society, ce in New Jersey, any other state, the District			
	If the answer to any of the above leading to the action, and any sup	*	rough 17, is "Yes," provide a complete expla n separate sheets of paper.	nation of the circumstances		

Education

In the spaces below, give an accurate record of your educational preparation. Be sure to complete items A-D for each school. Use additional sheets of paper if necessary.

	B. Number	C. Atte	endance	D. Title of diploma or degree		
A. Name of schools attended and locations	of Years Attended	Entrance date	Leaving date	obtained*		
High School or Primary School Name of school City State/Country Name of school City State/Country	В	Month Year Month Year	Month Year Month Year	Check appropriate type: Graduate diploma Graduate equivalency diploma		
Postsecondary School(s) including basic nursing education programs	* Note: If yo	our professional degree/diploma	school was loca in the original	ated outside the U.S., and you have a language, attach a copy to this form.		
Name of school Program major		/	/ Month Year			
City State/Country						
Name of school Program major	В	Month Year	Month Year	D		
City State/Country						
Name of school Program major		Month Year	Month Year			
City State/Country						

The nursing program is required to send a letter, stamped with the official school seal, which indicates that the applicant has met all of the requirements for graduation. As an alternative, the nursing program's administrators may send an official school transcript stamped with the official school seal.

AFFIDAVIT

State of:	• •
County of:	1
	, in making this application to the New Jersey Board of Nursing for
Nursing, swear (or affirm) that I am the applicant and of my knowledge and belief. I understand that any or	45 of the General Statutes of New Jersey and the Rules of the New Jersey Board of d that all information provided in connection with this application is true to the best missions, inaccuracies or failure to make full disclosures may be deemed sufficient wal of or suspend or revoke a license or certificate issued by the Board.
	5:11-23 et seq., together with the Rules and Regulations of the New Jersey Board of and that in receiving licensure or certification from the Board, I bind myself to be
the purpose of verifying my qualifications for licensu	h investigation of my present and past employment and other activities for ure or certification. I further authorize all institutions, employers, agencies and all tate, federal or foreign) to release any information, files or records requested by the
Signature of applicant	
Sworn and subscribed to before me this	
day of,, Year	
Name of Notary Public (please print)	

Signature of Notary Public

Affix Seal Here